



Oakswood College

Empowering Through Education



Stage 3: Request for Review (Individual/Group)

Complaint Form

PROMOTING EXCELLENCE • ENSURING COMPLIANCE
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE



Stage 3 – Request for Review Form

- This form is to be used by students on a course validated by ATHE only after receiving a Stage 2 Outcome Letter
- Students on a course validated by Buckinghamshire New University should not use this form, but should follow [the Stage 3 Procedure set out in the BNU Student Complaints Procedure and use the BNU Stage 3 form provided.](#)

SECTION 1: STUDENT DETAILS

Full Name:	
Student ID Number:	
Programme/Course Title:	
Current Year of Study:	
Contact Email:	
Contact Telephone Number:	

GROUP STAGE 3 REQUEST FOR REVIEW (If Applicable)

Is this a Group Stage 3 Request for Review?

Yes

No

If YES:

Name of Lead Student:

Names and Student IDs of all students involved (either complete these details in the box below, or attach a list separately and submit with this Stage 2 complaint, listing this document in Section 5 Evidence & Documentation):

Complete and extend list of students as applicable or indicate that this list is being submitted as a separate document and listed in Section 5 of this form.

1.	
2.	
3.	
4.	

Confirmation of authorisation to act by Lead Student

If you are the Lead Student, please read through the confirmation statements below and ensure that you are able to check all these boxes before submitting this Stage 3 Group Request For Review.

The Lead Student confirms all named students have agreed in writing via email to submission of this Stage 3 Request for Review.	<input type="checkbox"/>
The Lead Student confirms that they have reconfirmed with all named students in the Stage 2 Group Complaint as to whether they wished to progress the matter to Stage 3.	<input type="checkbox"/>
The Lead Student confirms that no students are named who were not involved in the Stage 2 Group Complaint	<input type="checkbox"/>

Date that written confirmation was received by the Lead Student from all students making this Stage 3 Group Request for Review (*indicate the final date where all students named in this Stage 3 Group Request for Review had provided email confirmation to the Lead Student*):

DD/MM/YYYY	
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SECTION 2: STAGE 2 DETAILS

Date of Stage 2 Outcome Letter:			
Stage 2 Investigator Name:			
Stage 2 Complaint Outcome:	Justified <input type="checkbox"/>	Partly Justified <input type="checkbox"/>	Not Justified <input type="checkbox"/>

SECTION 3: GROUNDS FOR REVIEW

In making your Request for a Review of your Stage 2 Complaint, you must select at least one of the following grounds under which you are making your request (please tick all that apply):

a) that there is new evidence that could not have been, or for good reason was not, made available at the time of the investigation of the Stage 2 complaint, and that there is sufficient evidence that the complaint warrants further consideration;	<input type="checkbox"/>
b) that evidence can be produced of significant procedural error in the investigation of the Stage 2 complaint, including allegations of prejudice or bias, and that there is sufficient evidence that the complaint warrants further consideration.	<input type="checkbox"/>
c) that the Stage 2 Outcome is unfair and/or has or will likely have a disproportionate impact on you.	<input type="checkbox"/>

SECTION 4: OUTCOME SOUGHT

Please explain clearly how your selected ground(s) apply:

Please explain what resolution you are seeking:

(Examples: apology, reconsideration, clarification, procedural review, service improvement, other remedy)

SECTION 5: NEW EVIDENCE (If applicable)

If you are making your Request for a Review under the ground that there is new evidence that was not previously available, please:



- Attach the new evidence with your Stage 3 Request for Review submission
- List all new evidence you are submitting below:

Documentation <i>(expand as required)</i>	
No.	Description
1.	
2.	
3.	
4.	
5.	

Please also explain why the evidence you are submitting was not previously submitted.

SECTION 6: DECLARATION

I understand that a Request for Review is not an automatic re-investigation of my Stage 2 Complaint, but a request to the College to review the Stage 2 Findings and Outcome based on specific grounds under the Oakwood College Student Complaints Policy.	<input type="checkbox"/>
I confirm that I have included the full Stage 2 submission and Stage 2 Outcome Letter when submitting this Stage 3 Request for Review.	<input type="checkbox"/>
I confirm that the information provided is accurate to the best of my knowledge.	<input type="checkbox"/>
I understand that the Stage 3 complaint review and outcomes are reached on the balance of probabilities.	<input type="checkbox"/>

Student Signature:	
Date:	